

New Operations For Wisconsin IRP: Checklist

(Applications with complete information will be processed the following business day and will not be processed at our counter.)



Have you ever had an IRP account with Wisconsin? If yes, you must provide us with your previously issued account number.	
To verify your Wisconsin Residency – You must have a valid Wisconsin Driver License, Owner Operators must have a valid Wisconsin CDL – if someone else is doing the driving for your business we need to verify they have a valid CDL. If you have an Out of State driver you must provide us the name & jurisdiction that issued the CDL. Trans 152.02, Trans 152.10, WI Stats 340.01, 341.08 & 341.405	
If you have any outstanding citations (parking tickets, unpaid fines -WI Stats 340.01) you will need to take care of them before we will consider your application.	
If you are a business you must be on file with the Wisconsin Department of Financial Institutions Contact them at http://www.wdfr.org/corporations/crispix or at (608) 261-7577. Status must be active and in good standing – Article II, Sections 210 & 218 of the International Registration Plan.	
If you are a For Hire Carrier you must have valid Insurance/Authority on file before we will process your application. Contact them at (608) 266-1356. – Trans 176, WI Stats 194.41, Trans 177.03	
International Fuel Tax Agreement - You will need to verify who is responsible for filing your Fuel Tax. If you are an Owner/Operator you must provide us with a valid IFTA License Name and Account number (Federal Employer ID Number or Social Security Number). If you are not filing your own IFTA, you must provide a copy of the lease or a statement on lessee's letterhead stating who is responsible for filing the fuel tax and supplying the IFTA decals and license— Trans 152.05, WI Stats 340.01 Article IX of the IRP	
If you have previous registration from WI (base plate) and/or other Jurisdictions a. Need a copy of previous registration (Cab Card). b. Need to report ACTUAL miles for reporting period if coming from another Jurisdiction. We will need to verify with the jurisdiction where you were previously registered that you are in good standing with both your IFTA and IRP accounts.	
You must have a USDOT number issued in the exact name of the registrant. If you do not have an USDOT number you can apply online at: http://www.usdotnumberregistration.com . If you are an Owner/Operator you will be required to furnish the USDOT Number for the company who you are leased to and is responsible for the safety of the vehicle(s) you are registering in IRP. This USDOT number will also be verified on the SAFER website http://www.safersys.org/ prior to processing your application.	
You must provide a Wisconsin telephone number in the exact name of the registrant applying for IRP. If you are applying as an Owner Operator and only have a cell phone, you will need to attach a copy of your telephone bill with a Wisconsin phone number and Wisconsin geographical address in the Registrant's name billed to the established place of business address. Article II, Section 218, Article IX, Section 906 of the International Registration Plan, WI Stats 341.405, Trans 152.101	
I (registrant) have verified and checked all of the boxes above. To avoid delays in processing your application, you must have furnished us with all information listed above. Attach this checklist with your application for IRP.	